# ADULT EDUCATION DIRECTORS' MEETING MARCH 24, 2009 GRANITE PEAKS HIGH SCHOOL

## Welcome

Thank you to Claudia and her staff for allowing us to use these facilities.

We would like to recognize those retiring:

- Doug Ludvigsen
- Vickie Todd
- Donica Bigelow
- Elaine Jensen

#### **Politics**

## Legislative Update

Legislators appear to believe that adult education is a second chance program. For many of our students, our adult education programs are the first chance. Adult education friends worked tirelessly to help put adult education in a better light. Instead of 3 million dollar cut, our program sustained a 1 million dollar cut.

Corrections education was not as fortunate, taking a 25% reduction from last year (\$676,500.00).

Currently the USOE and the Board of Regents are the parties responsible for educating offenders. The Department of Corrections wanted to remove higher education. The Department of Corrections now has all funding for post-secondary education for offenders. Degree programs will no longer be offered, only certificate programs. The Department of Corrections wants to charge the offender for a portion of the cost of the classes. Statistics show that offenders struggle with costs upon release. This is often what triggers a return to their earlier ways and a return to prison. The Department of Corrections is aware of this and plans on loaning the money to the offender anyway. The collection of loans made to offenders may be problematic. The way the bill reads is that Department of Corrections will have to contract with colleges to provide these services. If the colleges do not get enough funds to provide the services, they will not offer the services. When higher education was in charge of the funds, the funds were available. Now that will change.

# SB81

A year ago the legislation passed SB81, which deals with undocumented person and access to public services. It will be implemented on July 1. We have talked with our attorney and the Board—the stance is that adult education services falls under "less than post-secondary education."

#### Stimulus Fund Status

Federally, we took a cut of 8.65%. Our state was not the hardest hit. These cuts were based on erroneous calculations of allocations. States that were cut were found to have been overpaid previously. We are held harmless in the sense that we do not have to pay the money back.

We expect a WIA reauthorization in late fall. Since a reauthorization would require a new competition we have decided to roll over the current AEFLA grant and, hold the new competition next spring after the reauthorization. You will still have to write the grant application for the program year 2009-2010.

## **Policy**

## **Inventory Policy**

This is not a new policy but it has been highlighted during recent program monitoring. Property/equipment that is non-consumable must be accounted for. We have provided a sheet for you to track the property. This policy goes into effect July 1 moving forward. You do not need to retroactively track property unless we specifically request that of your program.

A computer mouse would be considered disposable and not necessary to document, but the computer, monitor, printer etc would be documented. You will need to complete this document and have it in your documentation for the state office to verify when we conduct a program monitoring.

If you have an item that you are no longer using that is still good it can be surplused to another adult education program.

## Monitoring tool

We have updated the monitoring tool. There are not any major changes. We will take out the question that deals with student advisory groups. We usually send this tool to you before we come for a program monitoring so that you can prepare documents and be ready for the monitoring. A couple of finding that we would like you to be aware of and try to address are:

- We are still finding that signatures of persons administering the assessment are missing.
- GED certificates are not in the individual files but rather in a central file.

You as program directors have responsibility for adult education funds. The business administrators have a different level of responsibility. You need to ask for the accounting spreadsheets as they are updated. We may ask you to pull this documentation. We have found an issue where money was issued to a program and the money was not used for adult education. The director has no clue as to where this money was spent. Please be aware of your budgets.

Some of the superintendents have taken money from adult education to backfill K-12 shortfalls. They have been given that direction from the Utah State Office of Education, Board of Education. Present losses include:

- Washington- \$3,000
- Davis-\$25,000
- Wayne- \$50,000
- Granite- \$135,000
- Provo-\$18,000

We realize these are hard times and we hope that your superintendents value your programs to not cut your programs any deeper than any other program. You will need to watch your budgets closely to know what shortfalls will affect your programs. Remind the superintendents and business administrators that adult education took a 10% cut as opposed to the 6% cut K-12 took.

Please look at page 6 of the Monitoring document under the professional development section c #1. This item was a corrective action item with OVAE.

Programs need to understand NRS policy, accountability policies, the purpose of NRS Educational Functioning Level Tables, interpretation of the NRS tables, the purpose of assessments and the establishment of EFLs. This needs to be on an annual basis. Does your staff understand targets? You as program directors need to conduct an inservice with your staff and keep documentation.

Question—could the state create a power point that covers this that programs could give? Yes Please turn to page 9-Assessment. Persons proctoring assessments must have their names on a state approved assessors list. We are checking this and we will be looking at the tests given in your programs to see if the person signing the tests is on these lists.

TABE PC allows initials to be input; however we need a signature so when you print out the page for the student file, the page must be signed.

Recalibration is being offered this spring. The expectation is that you will recertify. We will be bringing people in from McGraw/Hill for TABE recertification.

BEST Plus assessors are required to pass the recalibration/recertification. If you do not pass the first time around you will be given opportunities to improve your skills. If you do not improve you will be removed from the assessors list.

We are doing this to validate our scores as we are finding discrepancies between programs.

The monitoring tool will be followed up with a self-monitoring tool to be used in between state program monitorings. More information will be forth coming.

#### **Adult Education Rule**

The Adult Education Rule 277-733 has cleared the approval process and is currently on list for publishing.

#### **GED** Rule

The GED Rule 277-702 has passed second reading and is heading for third reading on April 3. There were a couple of verbiage errors that are being corrected. The changes in this rule support the adult education rule 277-733 regarding GED<sub>®</sub> and the 16-18-year old out-of-school youth. The only way a 16 year old can take the GED test is to be an out-of-school youth.

The changes made but not reflected in your copy are:

- Page 2 line 71 take out the word "credits."
- Line 147 page 5 cross out word "or" and add the word "and."

The next document is titled Adult Education Program and/or GED. Testing Application for 16-18-Year-Old Non-Graduates. This form will be used to document a youth's withdrawal from the K-12 system of instruction, parental permission for withdrawal, permission to take the GED Tests and, in the case of 16-year-olds, provide documentation that the student is academically prepared to take the GED Tests. This document will be printed on NCR paper. USOE will be sending the forms out before the end of the year. These forms will go to the high school counselors. Homeschooled students will have to return to the school they exited from to get this form.

Adult education should be the last step. Someone in your program will need to sign off on this student to verify they are academically ready to take the GED. Administration of the TABE locator does not serve as this measure. Currently in Utah, a person must be 18 or older to take the GED Tests. With additional documentation, a 17-year-old may apply to take the GED Tests. July 1 the age requirement for Utah will drop to 16. However, the 16-year-old must have the adult education program signature verifying academic readiness. The UBSCT score is not enough of an indicator to take the GED. You can prep a sixteen year old all you need to. You do not sign off on the form until you feel they are academically ready to take the GED Tests.

This form may not be altered. All steps must be followed. This was direction given by the Board. All counselors will receive training on this form in their summer institute.

Comment: We have a waiting list of 16-year-olds that are ready to take the GED test come July 1. We don't have the budget to serve these students.

This change does not go into effect until July  $\mathbf{1}^{\text{st}}$ . The signatures on this form cannot be before July  $\mathbf{1}$ . You have the prerogative to charge students for the prep or you can send them to another program. It is a program decision as to what meets the students needs, longer prep or move them on.

This form and the GED Rule are the minimum standards. Your district may add additional requirements.

Can they go back to their day school? They can and are required by state statute. Once they pass all portions of the GED, it is considered a diploma and they are done. They are no longer eligible to return to a K-12 program. They may return at any time prior to passing all portions of the GED.

A student may enroll in adult education after having achieved a high school diploma/GED if they test less than 12.9 grade level and they have a specific EFL literacy goal. If this is the case, instruction must be specific to the remediation of the students' EFL.

If you have an out-of-state youth, you have to have some documentation of academic achievement, either through the school district that they moved into or their previous school in another state.

Remember that sixteen-year-olds have to have all the signatures to verify they know the consequences of their actions of withdrawing from school, parents know they are doing this, and that they are academically ready to take the GED Tests.

17-18 year old need the form signed verifying that they understand the consequences of their actions; that they have been withdrawn from the K-12 system, and they may not return to a K-12 school upon successfully passing all portions of the GED Tests. They do not need the signature verifying they are academically ready to take the GED Tests. We are going to re-visit this form. Our intent was to eliminate the letters. This does not go into effect until July 1 so we have time.

# Legal Compliance Guide

Last year when the independent auditors visited programs, there were issues. There were misplaced credit sheets, roll sheets, etc. We held you harmless. However, we will not be able to that again. We tried to make this document more clear for the auditors and you. The completed audit must be submitted to USOE, Adult Education by September 15.

- Page 6—bullets 4.1 and 5.1--auditors should meet with program director to discuss findings. There should be someone (you) other than the UTopia administrator meeting with the auditor to go over the program data and they should meet with you again before they leave.
- Page 10—shows the reports that will be available for your use. Some of these reports were requested last year.
   Also listed are items you will need to pull from UTopia to show the auditors. Transcripts entered in the system are valid transcripts. If you are issuing credit you should have the documentation of the credit. "Earned" implies your program issued the credit—"awarded" implies other programs issued the credit and you are transcribing the credit.
- You must keep copies of student files and grants for 7 seven years. 3 years on site, four years in archives that are easily accessible.
- Grades need to be kept forever.
- The majority of the programs are shortchanging themselves by not documenting the non-instructional contact hours.
- Once the auditors have validated the information can I destroy any documentation? Yes- except the grades, psychological data/tests, and transcripts from other sources..

## **UTopia**

# **Desk Monitoring Outcomes**

- 1. We see a lot of non-participants entered in UTopia. Non-participants have no contact hours associated with them. Sometimes these are students that exited during the last year that rolled over to the new year. Check the status of the non-participants in your program. If they are students that have rolled over but that have graduated, exit them from your program. Other non-participants are students that have been entered into UTopia but have not had a test or other information entered. You need to enter those non-instructional contact hours. They add up. We have far too many that do not reach enrollee status because they don't come back.
- **2**. Keep the contact hours up to date. Someone drops off the radar, yet you tell us that you are serving them. You are not entering the data. The data needs to be in there and in a timely manner. UTopia is unforgiving about timeliness.
- 3. We look at attendance. The class may be offered 3 times a week but the student is only coming 1 time a week.
- **4**. We are looking at the teacher demographics—which teachers are qualified to teacher what subjects. Programs have not added that information. We would like to offer training on how to look at your data.
- **5**. UTopia averages instructional contact hours per enrollee. We look at a program and they have level gains galore and the contact hours are low; we are giving away credits and level gains. Is this a curriculum issue, teacher issue, or student issue?
- **6.** Looking at testing screens we found students ready to graduate could have made a level gain if they had been tested in a timely manner.
- 7. When we are looking at participants we are noticing that they are not moving to enrollee status because they do not have a goal set. If they have completed a goal, you need to go in and set a new goal for that person. This is holding programs back from moving to students to enrollee status. All of the hours you work with the student are not counted until the goal is fixed. Once the student achieves enrollee status, the status will not change.

**8.** The other item is that students have large number of hours between tests. Researching this issue, we found that they were given tests but they did not make a level gain so the test was not entered. These tests need to be entered whether or not the student made a level gain. This helps you keep track of which test was administered.

#### SSID numbers

SSID stands for Student Services IDentification number. It is given to students in the K-12 system of instruction. This number needs to be entered into UTopia for the incoming young students. This allows us to data match with k-12 for drop-out information—non-drop-out for AYP report. Can I issue a diploma before their class has graduated? Yes. Counsel with them and move them into a post-secondary or training. If a student passes the GED Tests, they will automatically receive a Utah High School Completion Diploma.

## Goal Setting

The process is meant to be working with your client to find out why they are in adult education. What is the real reason they are in your program and what do you need to do to meet their needs?

# Referrals

Utilize your partners, move the individuals onto the next level. 55% of jobs in the future will require some college training or credentials. The "Into Careers" web application is changing. We will provide you with inservice on how to use this tool.

## Signed Waiver Release

Keep the documentation. Each program needs to maintain 51% of Social Security numbers of their clients in order to negate the need to do a survey. This waiver release allows us to do data matches. The release only needs to be signed once. It does not have to be updated each year, unless there is a gap in services.

# Credits-Intensity and Duration

If you are issuing a credit in 13 hours there is a problem. We want to work with you to clean up curriculum to help you decide which courses to offer for health and so forth. Teachers' credentials are being reviewed. Please match your teachers' endorsements/credentials to the classes they are teaching as closely as you can. Teachers must also have a current license.

# **Funding formula**

Data Analysis

- Bar Charts—These charts show the relationship of the percentage of outcome to the percentage of the funds awarded.
- The Adult Education Consortium Minutes document shows the funding formula proposed by the consortium. We would like you to look closer at level gains. We would like you to entertain the notion of paying for a gain within a level. Level gains is shown as gaining 5% going from 15% to 20%. Proposed is taking the added 5% and using it for the gain within a level.

Comment—we would like to see how this formula would look with the numbers. Which districts would be winners and which would be losers?

Comments—Why shouldn't the GED/Diploma get the most percentage?

Comments—The GED/Diploma is not the target for everyone.

Comment—if you look at the percentages, we have dropped from 50% outcome based to 46% outcome based. Are we outcome based or not?

There is no hurry to change the funding formula as the effects of the change would not be seen for two years. The earliest it could go on the docket would be in May. It may be possible to have this effective July 1, but unlikely.

#### Discussion on funding formula

Suggestion: Phase in new formula so that no one program is hit with extreme cuts or gains an extreme percent.

Brian Olmstead motioned to accept new funding formula as it stands. Motion seconded.

# Vote Results:

- N-Alpine
- N-Beaver
- N-Box Elder
- N-Cache
- N-Carbon
- Y-Daggett
- N-Duchesne
- N-Davis
- Y-Emery
- Y-Garfield
- ---Grand not present to vote
- Y-Granite
- Y-Iron
- Y-Jordan South Pointe
- Y-Jordan South Park
- Y-Juah
- Y-Kane
- ---Logan not present to vote
- ---Millard not present to vote
- Y-Morgan
- ---Murray not present to vote
- N-North Sanpete
- Y- North Summit
- Y-Nebo
- Y-Ogden
- Y-Provo
- Y-South Sanpete
- Y-South Sanpete/Gunnison
- ---South Summit not present to vote
- Y Salt Lake
- Y-San Juan
- ---Sevier not present to vote
- Y-Tintic
- Y-Tooele
- Y-Uintah
- N-Wasatch
- Y-Washington
- N-Wayne
- Y-Weber

22 Votes Yes--10 Votes No--6 programs did not vote. We will move ahead with this funding formula. We will prepare it for the May Board meeting. We will send the numbers out.

#### **Summer Institute**

We are going forward with Summer Institute. It will be held August 3 &4, 2009 at Murray High School. The money comes from the federal leadership dollars and does not affect funding for programs. Licensure points will be awarded. Please encourage your teachers to attend this conference. We will be providing a continental breakfast and a lunch each day. Teachers traveling over 100 miles may request lodging accommodations that will be paid for by adult education.

# 09-10 Program Plans—demonstration

The 2009-2010 grant applications are online at <a href="http://schools.utah.gov/adulted/directors/grants.htm">http://schools.utah.gov/adulted/directors/grants.htm</a>. The applications are in an interactive PDF format. Please fill out the applications and submit electronically. Signatures may be electronic this year. If your program does not have this capability you will need to print the assurance and signature page and mail them to Marty Kelly at USOE, Adult Education Services. All components of the grant applications must be submitted by 5:00 p.m. May 1, 2009. An "Application Walk-Through" power point is also on the adult education web site (same link) to assist you in completing the applications. You are encouraged to call our office if you have any questions.

### **Budget**

Legislative funding spreadsheet

Be aware that our funds are down a million from last year. Remember the current funding formula will be in effect for a couple more years.

We broke up the two programs in Canyons—South Pointe and South Park.

It is the prerogative of the superintendent to take money from other programs to backfill K-12 funding losses. We will be looking at districts to see if adult education is a valued program. If it is not, we may be looking at whether that district should be funded.

If you know for sure that you have carryover—put that amount with this amount and put it on the application. If you are not sure, you can make an amendment to your plan this fall when the amounts are finalized.

Please send a thank you to the legislators and others that you know were advocates for adult education.

Dimiss.